

## How long is the review process?

Typically, there are 1-2 iterations of plat review. Timing hinges on how quickly and thoroughly the applicant's surveyor responds to comments. Minor Subdivisions are handled administratively by City Staff. No public hearings are required.

## How do I revise signed plats?

Any desired revisions to a plat must go through the Minor Subdivision process.

## How long are signed plats good for?

Once the plats are signed they must be recorded at the office of the Clerk of the Circuit Court. If they are not recorded within 60 days approval will be considered void.

## Development Review Team

- Planning Department  
540-667-1815 ext.419
- Police Department  
540-545-4730
- Building Official  
540-667-1815 ext.418
- Public Works  
540-667-1815 ext.438
- Fire Department  
540-662-2298
- Public Utilities  
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# MINOR SUBDIVISION REVIEW PROCESS



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# THE MINOR SUBDIVISION REVIEW PROCESS

## What is a Minor Subdivision?

A Minor Subdivision is a plat showing property divided into no more than 3 lots and no public facilities (e.g. streets, water and sewer mains, etc.) being proposed. Minor Subdivisions also include proposals to consolidate existing lots. The City requires a plat be submitted to ensure that any proposed subdivision will meet City standards.

Information included on a plat depends on the size and location of the proposed parcels. Typically, a plat includes: name of the owner, number of sheets, grid north point, scale, existing and proposed property line with bearings and distances, location of monumentation, area of site, names of owners and their property lines adjoin such boundaries with legal reference, all platted and proposed streets including names and right of way widths, and all existing and proposed easements.

## When do I need a Minor Subdivision?

A Minor Subdivision is needed when a property is divided into no more than 3 lots, not involving a new street, or the extension of an existing street, street facilities, or utilities. Parcels consolidation, property line adjustments are also considered minor subdivisions.

## How do I apply for a Minor Subdivision?

Submit a complete Subdivision Application, four copies of the plats, and fee to the City's Planning Department. If the materials submitted are incomplete they will be returned. The applicant will have 30 calendar days to submit complete materials or resubmittal will be required.

## What happens after the application is accepted?

Once the application is accepted, the City will conduct a departmental review. Once City staff approves the plat it must be signed by the Planning Director. After the plat is signed, it should be recorded and a copy of the recorded plat sent to the Planning Department.

